



Virginia's Return to Earn Grant

Offering funding for hiring incentives to help small businesses in the Cities of Petersburg, Colonial Heights, Hopewell & Emporia and Counties of Dinwiddie, Surry, Sussex, Prince George & Greensville.

Note: Before completing, please read conditions on page 2 carefully! A W-9 must be submitted with your application in order for payment to be rendered.

Business Name				
Employer ID # (FEIN)				
Type of business/NAICS Code if known				
Business Contact Name				
Contact Phone and Email				
Physical Address				
Jurisdiction (City or County)				
Mailing Address if Different				
Total number of employees (must be fewer than 100)				
Number of hires to receive bonus (no more than 25)				
Amount Requested for Reimbursement (No more than \$500 per eligible hire)				
Position Title(s) and Hourly Wage(s) – must be at least \$15/ hour, W-2 positions only.	Position Type	Full or Part Time	Number to be filled	Hourly Wage

Return to Earn Grant Guidelines

- 1) The grant provides reimbursements for qualifying small entities of up to \$500 per new hire, for up to 25 hires brought on between June 1st and December 31st, 2021. (W-2 positions only).
- 2) Employer must initially cover the hiring bonus and provide the funds directly to new hires. This can be in either one lump sum or in installments to cover the ongoing costs of childcare, transportation, or other barriers to re-employment. Verification of how funds are used by the new hire is not required. It is recommended, but not required, that employers wait 3 months from hire to issue the hiring bonus. Employer may pay new hires a bonus larger than \$500 but will not be reimbursed above the \$500 amount.
- 3) **Only employers with fewer than 100 employees** across all Virginia locations may qualify for funds. The employment facility where new hires will be placed must be located in the Commonwealth of Virginia, and the employer must also be incorporated in Virginia.
- 4) **Wages for new hires must be a minimum of \$15.00 per hour.** The position must be W-2 employment but can be part- or full-time. Funds may only be provided to new employees hired by the employer, and the individual hired must be currently unemployed for at least 30 days (as attested by the individual).

Signatures and Certifications

By my signature below, I certify that the information in this document is accurate and that I am authorized to enter into this agreement with the Crater Regional Workforce Development Board on behalf of the named entity. I further attest that I understand and agree to the following:

- Each employee hired to receive a hiring bonus will attest they were unemployed for at least 30 days at time of hiring. Wages must be at least \$15 per hour; full time or part time.
- Our entity is not currently disbarred from receiving federal or state funds and is current on all state obligations.
- We will keep and provide records of employees hired who received funding support through the Return to Earn initiative, including hiring date, hourly wages, position title and classification (Part or Full Time), the total amount provided to the employee as incentive to hire and over what time period (with proof of payment) and the attestation that they were unemployed at time of hire.
- I understand that the funds will be rescinded and collection action will be initiated if future audit activity determines violation of any terms of the agreement, including any false statements.

Employer Entity Name	
Typed Name of Signatory	
Title of person signing	
Date	
Signature	